

Features and Benefits of the DHS-MCO online contract

OFCE started posting the DHS-MCO annual contract online in 2009 to allow users greater ease of use.

The DHS-MCO Family Care/Family Care Partnership/PACE annual contract is available online at <http://www.dhs.wisconsin.gov/mltc/2011/2011Contract.htm>. The contract includes the full contract language as well as references to federal and state requirements that correspond with elements of the contract.

This online version contains useful features that include:

- *Table of Contents navigation.* Users can go to any section in the contract in one to two clicks. To access, click the 'Contents' button in the upper left of the web page. The Table of Contents will appear on the left side of the screen. Users then navigate by selecting the Article or Addenda name.
- *Breadcrumb navigation.* Users can scroll to the top of the web page and the header will include the article and section being viewed with hyperlinks. (i.e. Home > Article IV: Enrollment and Disenrollment > A. Enrollment).
- *Word Search functionality.* Word search provides the user with a list of pages where the word or phrase appears in the contract and a hyperlink to each occurrence. To access, click the 'Search' button in the upper left of the web page and enter a word or phrase.
- *Hyperlink functionality.*
 - The contract includes hyperlinks within contract articles. For example, in the Family Care contract on page 27 Article VIII.B is referenced. In the contract we can add a link to Article VIII.B (Accessibility of Language) providing the user with great ease of navigating the contract.
 - Hyperlinks to DHS admin codes, state statutes and federal regulations are also available providing users with immediate access to external legal/regulatory references.
 - Hyperlinks to technical assistance or resource memos or DHS forms are also available providing users with immediate access to other relevant information.
- *Glossary functionality.* The glossary allows for clarification of terms and acronyms. Pre-determined words and definitions are available through the glossary. To access, click the 'Glossary' button in the upper left of the web page. The software also identifies the first use of these words on each page of the contract and italicizes the word to allow a user to click on the word and the definition will pop-up.